

## Annual Report and Financial Statement

For the Year

1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024

**Our Mission:** To be there for parents when they need us most

**Our Vision:** Supporting parents to create stronger families



### Report of the Board of Trustees

The Board presents its report and financial statements for Home-Start South and West Devon for the year ending 31<sup>st</sup> March 2024. The Trustees have adopted the provisions of the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective January 2018). The company being incorporated on 12<sup>th</sup> January 2005 and having extended its accounting reference date to 31<sup>st</sup> March. It has no share capital and is a registered charity with the guarantee of each member being limited to £1. The governing document is the Memorandum and Articles of Association of the company and the members of the Board of Trustees are the Directors of the Company.



Name of Charity: Home-Start South and West Devon

Charity Registration No: 1108077

Company Registered No: 05331020

Principal & Registered Office: The Rees Centre, Mudge Way, Plympton,  
Plymouth, PL7 2PS

## **Board of Trustees and Directors:**

Diane Jones – Chair

Mary Tayler – Vice Chair

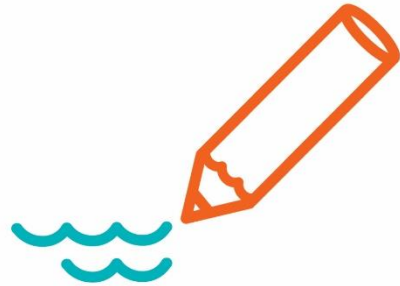
Stuart Harris – Treasurer (resigned 2/2024)

David Monk – Safeguarding Advisor

Helen Wilkinson (app. 20/11/23)

Sue Stiles (app. 20/11/23)

Bella Westlake - GDPR lead



**The following also serve in a representative or individual advisory capacity on the Management Committee, are members but are not Trustees:**

David Carver

**The following serves on the Management Committee in an advisory capacity but is neither a member nor a Trustee:**

Andrea Chandler	CEO – to whom strategic management of the Charity is delegated
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Zoe Bell	Scheme Manager – to whom the day-to-day management is delegated
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**Its Bankers and Accountants are:**

CAF Bank Limited and CCLA - Bankers

Morgan Accountants Ltd - Accountants and prepare Audit Exemption Report

**Structure, Governance and Management**

The articles provide that the trustees shall number from four to twelve and that one third must retire at each AGM. All Trustees are members of the Charity along with the other representatives on the Management Committee as set out above. Trustees are normally appointed following a three stage recruitment process (application form, interview and shadowing). All are handed a copy of the Memorandum and Articles of Association and a Trustee Handbook. They undertake an induction including attending a volunteer Preparation Training Course. Further training is offered internally, through Home-Start UK and other local third sector support organisations.

The Charity is affiliated to Home-Start UK who provides the broad spectrum within which the charity operates and who monitor performance against set criteria.

The Trustees have delegated day to day management of the Charity to its CEO and Scheme Manager who report on the performance to the Trustees or as necessary to the Chair. The Trustees meet regularly and normally at not less than 8 weeks intervals, receiving reports from the Scheme Manager and CEO, and updated accounts showing performance to date against budget and forecast management accounts.

**Risk Assessment**

The Trustees review annually an assessment of the risks to which the Charity is exposed, operational and financial and have introduced procedures and reporting regimes to manage and reduce the identified risks. Trustees have agreed clear lines of delegation and authority to staff and have involved all staff and volunteers working within the organisation in recognition of risk in all their activities.

## **Management and Staffing**

The Charity operates with a part-time CEO, full-time Scheme Manager, two full-time Co-ordinators, one part-time Co-ordinators, one full time Administrator, one part-time Administrator.

The remaining work of the Charity is undertaken by a group of **sixty three** volunteers supporting families for up to two hours each per week and by the Trustees and other the advisory members of the Committee.

## **Trustees Responsibilities**

Company Law requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for that year. In preparing these financial statements the Trustees have:

- Selected suitable accounting policies and applied them consistently
- Made judgments and estimates that are reasonable and prudent
- Followed applicable accounting standards and statements of recommended practice without material departure or, otherwise stated the reason for such departure
- Prepared the financial statements on the going concern basis

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Objects and Activities**

The principal object is to safeguard, protect and preserve the good health, both mental and physical of parents and their children.

The core service is to offer befriending and mentoring support to parents who are experiencing difficulties. This is done primarily in the family home and local community but also via digital means (text, audio and video) or a hybrid mixture of both. We also deliver targeted group work to support families including reducing parental conflict programmes, peri-natal support, and support for Tri-service families.



# April 2023 to March 2024 - Insight

## Overview:

Home-Start S&W Devon programmes continued to be centred around improving mental health, reducing isolation and helping beneficiaries to improve their coping strategies. Coming into the third year evaluation of this project it is important to note that funding has reduced, meaning the number of people supported has decreased, but the same high standards of delivery remain.

## Parents and individuals supported

**224** support packages were delivered or are in progress. This a decrease in activity from last year due to a reduction in staff capacity.

60% of delivery was digital, this is down on last year, but this was expected as people return to normality in a post-Covid world.

## Volunteer recruited and trained

**10** new volunteers were recruited, which is a decrease from last year and a clear illustration of the challenges faced when recruiting new volunteers.

## Hours of Support

- Volunteer hours provided - **12,000**
- Staff hours provided - **11,400** - a 12% reduction of paid hours from last year.
- Committee hours (trustee hours) - **300**

## Key learning

There has been a shift from last year in terms of group work, last year saw a lot of group work delivery, but these group sessions have either stopped or beneficiary numbers have reduced due to lower take-up.

Even with a drop in staff hours, Home-Start has managed to deliver a healthy number of 'support packages', but the learning from this is the extra pressure on the paid team to continually support large number of beneficiaries who often present with complex needs. This has an impact on the teams ability to sustain such a level of working.

## Development

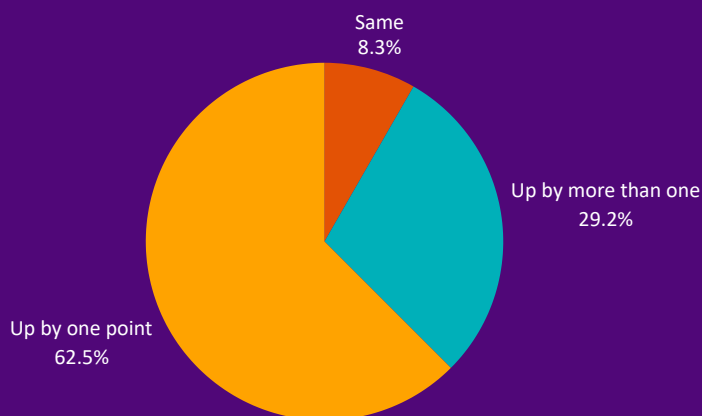
The work with the Navy has expanded in to tri-service delivery. Meaning programmes will be delivered to the Army and RAF in addition to the Royal Navy and Royal Marines. Working with Relate the aim is to increase delivery across the UK and potentially abroad, but this all hinges on partner referral pathways and processes.

# Achievements and Programmes

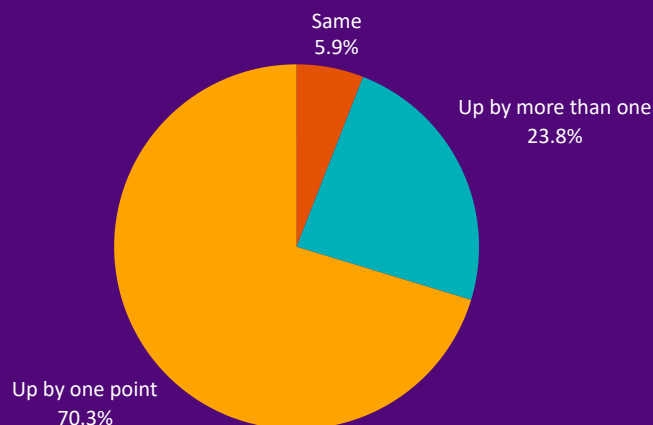
## Impact in Numbers 2023 -24

These results are from parents who have received at least one review - they are scored at the start and at review/closing visits using a 0 to 5 scoring system (5 being high).

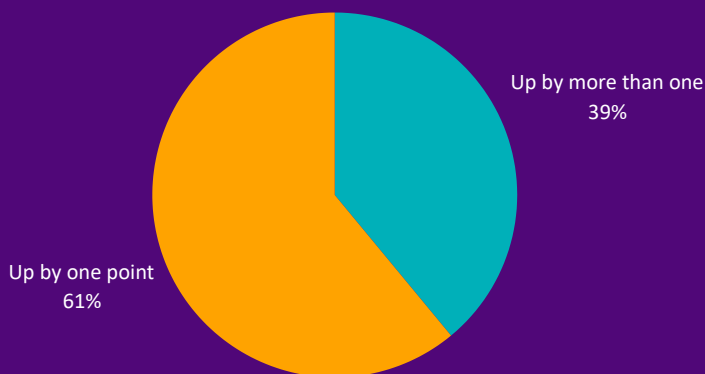
### Score Changes - Mental Health



### Score Changes - Parental Conflict



### Score Changes - Child Behaviour & Development



# Survey Results

## Headline Stats

Taken from beneficiary and volunteer survey results.



97%

Of referral partners rated the services as **Good or Excellent** - this is an improvement on last year.

100%

Of volunteers rated the services as **Good or Excellent** - this is an improvement on last year.



Volunteers observed a **similar impact on confidence, communication and wellbeing** - Compared to last year.



The Charity was successful in obtaining a grant from Big Lottery Community Fund. The grant provides partial funding from March 2021 for 5 years. This year was year 3 and match funding has been secured until March 2025.

We have continued to diversifying our funding to create long-term sustainability. Our CIC continues to make a modest contribution to funding.

We have been able to accumulate significant reserves which will protect the delivery for the next 2 years.

### **Reserves Policy**

The Charity aims for a reserve fund equivalent to a minimum of 6 months running costs.

### **On behalf of the Board of Trustees**

Name: Di Jones (Chair of Trustees)

Signed:



Home-Start South and West Devon Limited

A Charitable Company Limited by Guarantee  
No 05331020

Registered Charity No. 1108077

Annual Report and Financial Statements

for the year ended

31 March 2024

**Home-Start South and West Devon Limited**  
**Independent examiners report on the unaudited accounts**  
**to the Home-Start South and West Devon Limited**

I report on the accounts of the charity for the year ended 31 March 2024 which are set out on pages 2 to 7.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that an audit is not required under company law and that the company is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination no matter has come to my attention:

1) which gives me reasonable cause to believe that in any material respect the requirements -

- to keep accounting records in accordance with section 386 of the Companies Act 2006 and
- to prepare accounts which accord with the accounting records and to comply with section 396 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

D J Cotton FCA, for and on behalf of:

Morgan Accountants Limited

Duke Court  
Bridge Street  
Kingsbridge  
Devon  
TQ7 1HX

Dated.....

**Home-Start South and West Devon Limited**  
**Statement of financial activities**  
**for the year ended 31 March 2024**

	Notes	Unrestricted Funds £	Restricted £	Total 2024 £	Total 2023 £
<b>Income from:</b>					
<b>Incoming resources from donors</b>					
Gift aid and covenants		-	-	-	-
<b>Voluntary income</b>					
Grants		-	181,004	181,004	184,714
Donations		12,485	-	12,485	5,024
Charitable activities		5,077	-	5,077	46,246
Investment income	2	1,944	-	1,944	901
<b>Total income</b>		<u>19,506</u>	<u>181,004</u>	<u>200,510</u>	<u>236,885</u>
<b>Expenditure on:</b>					
<b>Charitable activities</b>					
Fund raising costs		-	-	-	-
Charitable activities	3	9,311	241,054	250,365	247,799
<b>Total expenditure</b>		<u>9,311</u>	<u>241,054</u>	<u>250,365</u>	<u>247,799</u>
<b>Net income</b>		10,195	(60,050)	(49,855)	(10,914)
<b>Transfers between funds</b>		-	-	-	-
<b>Net movement in funds</b>		10,195	(60,050)	(49,855)	(10,914)
<b>Reconciliation of funds</b>					
Total funds brought forward 1 April 2023		218,349	61,152	279,501	290,415
<b>Total funds carried forward 31 March 2024</b>		<u>228,544</u>	<u>1,102</u>	<u>229,646</u>	<u>279,501</u>

**All income and expenditure has arisen from continuing activities.**

The notes on pages 4 to 7 form part of these financial statements

**Home-Start South and West Devon Limited**  
**Balance Sheet**  
**as at 31 March 2024**

Company number  
05331020

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
<b>Current assets</b>					
Sundry debtors and prepayments	5	-	2,917	2,917	6,194
Cash at bank and in hand	6	246,544	1,720	248,264	286,736
		<u>246,544</u>	<u>4,637</u>	<u>251,181</u>	<u>292,930</u>
<b>Current liabilities</b>					
<b>Creditors: amounts falling due within one year</b>	7	<u>18,000</u>	<u>3,535</u>	<u>21,535</u>	<u>13,429</u>
<b>Net current assets</b>		<u>228,544</u>	<u>1,102</u>	<u>229,646</u>	<u>279,501</u>
<b>Net assets</b>		<u>228,544</u>	<u>1,102</u>	<u>229,646</u>	<u>279,501</u>
<b>Funds of the charity</b>	8				
<b>Restricted funds</b>					
Per note 8				1,102	61,152
<b>Unrestricted funds</b>					
Accumulated fund				228,544	218,349
<b>Total Charity Funds</b>				<u>229,646</u>	<u>279,501</u>

The trustees are satisfied that the company is entitled to exemption from the requirement to obtain an audit under Section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records.

The trustees acknowledge their responsibilities for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

Diane Jones  
Chair

Dated.....

The notes on pages 4 to 7 form part of these financial statements

**Home-Start South and West Devon Limited**  
**Notes to the Financial Statements**  
**for the year ended 31 March 2024**

**1 Accounting policies**

**Accounting convention**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared under the historical cost convention in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities' : Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' the Charities Act 2011 and the Companies Act 2006 except so far as all capital expenditure is written off in the accounts in the year of purchase.

**Income**

All incoming resources are included in the SOFA when the charity is legally entitled to the income.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

**Expenditure**

All resources expended is accounted for on an accrual basis and are included on the SOFA. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

**Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Funds**

Unrestricted - the Charity's general fund is to be used for the purposes of the charity and is not subject to any restriction as to its use.

Designated - represents monies set aside from the unrestricted funds for specific purposes, although such funds can be used for any purpose of the Charity. No funds have been allocated to this fund.

Restricted funds - these funds are only to be used for the operating costs of the charity as set out in the various grant applications. The funds are shown in note 8

**Pension costs**

The charitable company operates a defined contribution scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**2 Investment income**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Deposit account interest	<u>1,944</u>	<u>901</u>

**Home-Start South and West Devon Limited**  
**Notes to the Financial Statements**  
**for the year ended 31 March 2024**

<b>3 Charitable Expenditure</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>2024 £</b>	<b>2023 £</b>
Family visiting	-	3,287	3,287	2,223
Family support group	-	3,500	3,500	1,101
Salaries	-	188,290	188,290	193,676
Increase in redundancy provision	9,251	-	9,251	-
Employers NIC	-	16,973	16,973	17,460
Employment allowance	-	(5,000)	(5,000)	(5,000)
Employer pension costs	-	4,375	4,375	4,266
Contract labour	-	-	-	187
Training	-	3,070	3,070	2,131
Travel costs and expenses	-	8,144	8,144	9,284
Office expenses	-	492	492	304
Rent	-	60	60	436
Insurance	-	1,112	1,112	1,063
Printing, stationery and advertising	-	1,325	1,325	855
Miscellaneous	-	823	823	1,160
Office and Computer equipment	-	337	337	1,338
Computer and software support	-	4,578	4,578	4,321
Website development	-	324	324	714
Bank charges	60	-	60	72
	<u>9,311</u>	<u>231,690</u>	<u>241,001</u>	<u>235,591</u>

Costs of charitable activities for 2023 was £235,591 of which £1,341 was attributed to unrestricted funds and £234,250 was attributed to restricted funds.

<b>4 Governance costs</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>2024 £</b>	<b>2023 £</b>
Affiliation fees	-	4,266	4,266	4,500
Independent examiner's fees	-	1,530	1,530	1,530
Trustees' travel	-	268	268	178
Trustees' training	-	-	-	-
Evaluation of Big Lottery Project	-	3,300	3,300	6,000
	<u>-</u>	<u>9,364</u>	<u>9,364</u>	<u>12,208</u>

Governance costs for 2023 was £12,208 of which all was attributed to restricted funds.

<b>5 Debtors</b>	<b>2024 £</b>	<b>2023 £</b>
Debtors	-	2,500
Prepayments	917	1,694
Other debtors	2,000	2,000
	<u>2,917</u>	<u>6,194</u>

<b>6 Cash at bank and in hand</b>	<b>2024 £</b>	<b>2023 £</b>
COIF charities deposit account	30,164	28,766
CAF bank	218,100	257,970
	<u>248,264</u>	<u>286,736</u>

**Home-Start South and West Devon Limited**  
**Notes to the Financial Statements**  
**for the year ended 31 March 2024**

<b>7 Creditors: amounts falling due within one year</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade creditors	2,184	2,224
Redundancy provision	18,000	8,749
Other taxes and social security costs	-	1,416
Other creditors and accruals	1,351	1,040
	<u>21,535</u>	<u>13,429</u>

<b>8 Movement of funds</b>	<b>Balance 1 April 2023</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfer between funds</b>	<b>Balance 31 March 2024</b>
<b>Unrestricted</b>	<u>218,349</u>	<u>19,506</u>	<u>(9,311)</u>		<u>228,544</u>
<b>Restricted</b>					
Restricted Funds	21,845	15,404	(38,147)	2,000	1,102
Henry Smith	15,491	30,000	(45,491)		-
EDP	2,000			(2,000)	-
The Big Lottery Fund	-	110,000	(110,000)		-
RNRMC RPC Fund	21,816	25,600	(47,416)		-
	<u>61,152</u>	<u>181,004</u>	<u>(241,054)</u>	<u>-</u>	<u>1,102</u>
<b>Total funds</b>	<u>279,501</u>	<u>200,510</u>	<u>(250,365)</u>	<u>-</u>	<u>229,646</u>

All funds noted above, aside from the 'unrestricted' funds, have limitations as to how the funds can be applied and are restricted funds. These restricted funds arise because the donors have limited their use to specific projects, within the stated objects of the Charity.

The unrestricted funds may be applied by the Trustees in any manner within the stated objects of the Charity.

<b>Movement of funds - comparative year</b>	<b>Balance 01/04/2022</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfer between funds</b>	<b>Balance 31/03/2023</b>
Unrestricted	216,050	8,640	(1,341)	(5,000)	218,349
Restricted	-	12,214	(22,742)	32,373	21,845
Lottery Extension A	11,027			(11,027)	-
Henry Smith	55,120	30,000	(69,629)		15,491
EDP	2,000				2,000
Twin DWP	6,218	43,531	(33,403)	(16,346)	-
The Big Lottery Fund	-	120,000	(120,000)		-
RNRMC RPC Fund	-	22,500	(684)		21,816
	<u>290,415</u>	<u>236,885</u>	<u>(247,799)</u>	<u>-</u>	<u>279,501</u>

**Home-Start South and West Devon Limited**  
**Notes to the Financial Statements**  
**for the year ended 31 March 2024**

**9 Controlling party and company status**

The Charity is a company limited by guarantee and is controlled by the Trustees named on the Trustees Report. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

**10 Related Party Transactions**

There were no related party transactions for the year ended 31st March 2024.

**11 Big Lottery Fund Grant - restricted funds**

Included within Incoming Resources are the following amounts received from Big Lottery Fund. This income represents restricted funds.

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Big Lottery Fund grant	110,000	120,000
Amounts included in incoming resources	<u>110,000</u>	<u>120,000</u>

**12 Trustee remuneration and expenses**

No Trustee received any remuneration during the year. Incidental expenses were paid to trustees in the year, these amount to less than £1,000.

**13 Staff costs**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Salaries	188,290	193,676
Employer's NIC	11,973	12,460
Pension contributions	4,375	4,266
	<u>204,638</u>	<u>210,402</u>
Average number of staff	<u>7</u>	<u>8</u>

No employees earned over £60,000 per annum.

**14 Analysis of net assets between funds**

	<b>General funds</b>	<b>Restricted funds</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Current assets	246,544	4,637	251,181
Current liabilities	(18,000)	(3,535)	(21,535)
Net assets	<u>228,544</u>	<u>1,102</u>	<u>229,646</u>